

DIRECTOR OF TRANSPORTATION

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Supervises operations and activities of the School Transportation System, to include planning student transportation, monitoring assignment of bus drivers, overseeing maintenance of buses, overseeing department budget, and performing administrative functions in support of the department.. Supervision exercised over departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of students, employees, and other individuals; initiates any actions necessary to correct deviations or violations.
- Develops and implements departmental budget; ensures cost-effective use of department funds and resources; oversees department purchasing activities, establishes cost control programs, and monitors expenditures to maintain compliance with budget parameters; recommends purchase of replacement buses or other equipment as appropriate.
- Develops and implements long and short term plans, goals, and objectives for the department; develops plans to prepare for construction of new schools, changes in boundary lines, or other activities impacting provision of bus transportation services.
- Plans transportation of students; oversees planning of bus stops, bus routes, and bus schedules; oversees planning/coordination of field trips and special activities requiring additional bus transportation services.
- Monitors and approves structure of bus routes; reviews bus stops for safety; publicizes bus routes and bus stops through newspaper articles and school officials.
- Oversees selection, training, and assignment of bus drivers; recruits new drivers and bus aides; coordinates or conducts training for new drivers; monitors assignment of drivers to specific bus routes.
- Makes recommendations on feasibility of opening/closing of schools due to inclement weather or other situations.
- Oversees inventory of department buses, equipment, and supplies; ensures safety and proper operations of buses; oversees repair/maintenance activities; monitors costs of bus maintenance/repairs; reviews/evaluates equipment specifications; initiates orders for new or replacement items.
- Oversees preparation and maintenance of department reports, records, and files; prepares and submits all school transportation reports or other documentation required by federal, state, or local regulatory agencies; ensures maintenance of department documentation and records per guidelines governing records retention.
- Oversees preparation of department payroll; reviews, verifies, audits, and authorizes payroll documents prior to entry into computer and generation of paychecks.
- Prepares or completes various forms, reports, correspondence, accident reports, purchase orders, budget documents, performance evaluations, payroll documents, or other documents.
- Receives various forms, reports, correspondence, vehicle maintenance data, budget reports, invoices, checks, accident reports, employment applications, bus routes, schedules, maps, bus specifications, policies, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, computerized routing, email, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.
- Responds to complaints and questions related to department operations; receives/investigates citizen complaints against bus drivers; provides information, researches problems, and initiates problem resolution.
- Communicates with supervisor, employees, other departments, county officials, school officials, students, parents, mechanics, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, address disciplinary issues, resolve problems, or give/receive advice/direction.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy; requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels; requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions; requires the ability to utilize a wide variety of reference, descriptive, advisory and/or

design data and information; requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems; requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

EDUCATION AND EXPERIENCE:

High school diploma or GED; supplemented by college level course work or vocational training in school transportation, vehicle/equipment maintenance, business administration, and personal computer operations; supplemented by six (6) years previous experience and/or training that includes school transportation, fleet operations, vehicle/equipment maintenance, computerized trip routing, budget development, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.